



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

---

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,600 - \$5,758

### HUMAN RESOURCES MANAGEMENT DIVISION SACRAMENTO

**NOTE:** This position was previously advertised. If you already applied for this position, you do not have to resubmit your application.

Are you looking for an opportunity to work in a fun and exciting team environment? How about working for a family-friendly workplace? ***Then the California Department of Insurance (CDI), Human Resources Management Division (HRMD) is the place for you!*** The HRMD is seeking an Associate Governmental Program Analyst. ***Why work for CDI's Human Resources Management Division?*** We are housed in a private building offering many amenities including concierge, on-site ATM, pre-tax parking, and a location within walking distance to a variety of restaurants, Old Sacramento, the Downtown Mall, and public transportation, including light rail.

**RESPONSIBILITIES:** Under the general direction of the Departmental Training/Health and Safety Manager (Staff Services Manager I) the incumbent is responsible for providing technical expertise, training, guidance, assistance, and support to all levels of staff relating to a variety of health and safety issues. Serves as the lead analyst on workers' compensation, safety policies and programs, ergonomics, EAP, and assists in the return to work process.

#### DESIRABLE QUALIFICATIONS:

- Ability to work with independence under general direction
- Ability to handle multiple priorities effectively
- Ability to develop effective working relationships with all levels of staff
- Knowledge of California's Workers' Compensation (WC) system and the ability to analyze reports from physicians, attorneys, and claims personnel
- Ability to communicate effectively both verbally and in writing
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve issues
- Knowledge of ergonomic and Return to Work (RTW) program principles and ability to carry out its objectives
- Knowledge of health and safety policies and programs including Injury and Illness Prevention Programs, OSHA Reporting, and Workplace Violence Prevention Program

07/22/15 RJ

---

#### DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---



# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

---

- Ability to develop and present training on the WC, RTW, and health and safety programs and policies
- Must be willing to travel

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “Associate Governmental Program Analyst, PSN # 413-191-5393-XXX” ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:** Monday, August 3, 2015 - Close of Business (5:00 p.m.)

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

07/22/15 RJ

---

### DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

---

07/22/15 RJ

## **DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

---

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331